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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING  
Wednesday, 27 May 1959

Present: C/MS - Chairman ----- Dr. Tietjen 25X1A9a  
DC/MS - Voting Member -----  
C/OD - Voting Member -----  
C/TSD - Voting Member -----  
C/SD - Executive Secretary -----  
Secretary to C/MS - Recording Secretary ---

1. Medical Staff Training Report for Calendar Year 1958

Mr. [REDACTED], Medical Staff Training Officer, was invited to be present for this portion of the Meeting so that he could explain in more detail the information contained within the attached report and to answer the questions of the Members. Mr. [REDACTED] and C/OD outlined the current policy of the Office of Training with regard to external training and stated they felt the Medical Staff should take advantage of such opportunities to a greater extent. The internal JOT Program was also discussed but it was felt that, due to the rather stringent educational requirements, the Medical Staff would have no candidates for this Program. In conclusion, C/OD outlined briefly the Agency courses in which Medical Staff representatives actively participate and the type of material presented at each course.

2. Minutes of Previous Meeting

The Executive Secretary requested the Minutes of the Medical Staff Career Service Board Meeting of 13 May 1959 be amended to indicate the Acting Executive Secretary did not recommend approval of promotion of Dr. [REDACTED] but deferred to C/OD, who made this recommendation. With this correction, the Minutes were approved.

3. Request for Reassignment

The Executive Secretary reviewed a request from [REDACTED] GS-5, Clerk-Typist, for permission to seek employment elsewhere in the Agency. C/TSD and the Personnel Officer discussed this request with Mrs. [REDACTED], who stated she did not like medical work and felt she was over-worked and restricted in her position. A review of her file indicated Mrs. [REDACTED] has received two promotions during her two years of service with the Medical Staff. The Executive Secretary and C/TSD recommended approval of the request; however, the other Members felt they would like more specific information as to the reasons for requesting reassignment and the Executive Secretary was asked to interview Mrs. [REDACTED] and to re-present the matter at a later date.

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4. Review of Fitness Reports

The Members noted the receipt of Fitness Reports on the following personnel:

[REDACTED], GS-13, Medical Officer  
[REDACTED], GS-9, Medical Technician  
[REDACTED], GS-8, Medical Technician

5. Periodic Step Increase

[REDACTED] GS-9, Medical Technician will receive a Periodic Step Increase in the near future.

6. Training Evaluation Reports

a. [REDACTED] GS-4, Clerk, has passed her typing test and is now qualified for a Clerk-Typist position.

b. [REDACTED] GS-4, Clerk, and [REDACTED], GS-4, Clerk, both have failed to meet the typing requirements.

7. Miscellaneous

a. The Executive Secretary reviewed an Agency Notice dated 15 May 1959 which establishes a policy of one-grade promotions. This policy is in keeping with Medical Staff procedures.

b. A letter of commendation from the Commanding Officer, [REDACTED] for a training course administered by [REDACTED] was reviewed.

c. A memorandum from [REDACTED] dated April 1959, commending [REDACTED] for her fine performance while under his supervision from April 1957 to April 1958 was received. The Executive Secretary was requested to determine the reasons for the delay in submitting this commendation.

d. A brief note was recently received attached to a requisition from [REDACTED] thanking the Medical Staff for its excellent service in handling requisitions.

e. The Executive Secretary announced C/MS has requested a competitive evaluation of all GS-9 technical-administrative personnel before granting the promotion of [REDACTED] to GS-10, as approved by the Board on 25 March 1959.

f. C/TSD requested a review by the Board of the most recent Fitness Report on [REDACTED] GS-4, Clerk. This matter will be placed on the Agenda for a meeting in the near future.

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~~SECRET EYES ONLY~~

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8. Conversion of Contract Medical Officers to Staff

The Executive Secretary distributed to the Members copies of his memorandum entitled "Conversion of Contract Medical Officers to Staff", dated 26 May 1959. This memorandum will be discussed at the Medical Advisory Staff Meeting to be held on 28 May 1959.

Attachment:

Training Report  
(w/orig. only)

MS/MAM

Distribution:

Orig - C/MS  
1 - DC/MS  
1 - C/OD  
1 - C/TSD  
1 - C/PS  
1 - C/SD

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